

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Maintenance Chief Position Number: 88061, 03036, 75034, 76031, 89038, 87002, 77060, 78043, 74023, 73020

Location: Statewide

Department: Transportation Division and Bureau: Field Maintenance

Section and Unit: n/a

Job Overview:

This position is the Maintenance Chief for one of the ten Maintenance (District/ Areas) Bureaus statewide. The position is responsible for providing executive guidance and oversight of maintenance activities in the Area including long-range planning, program management, and developing and implementing new technologies and methods. The position is responsible for administering roadway improvement, repair, and maintenance; regulatory/permitting; automated road monitoring; winter maintenance; facilities management; equipment; disaster and emergency response; homeland security; secondary road acquisition and management; federal cost-sharing; inspection; hazardous materials; public involvement; engineering project planning and review; land acquisition and management; contract administration; and environmental programs and activities in the assigned district. The position reports to the District Administrator, and is responsible for management of 67.29 FTE in the Area and the oversight of between 130 –150 personnel at any given time based upon seasonal requirements to provide for the safety of the traveling public.

Essential Functions (Major Duties or Responsibilities):

Program Development and Management - 55%

- Develop, plan and manage district highway and structural maintenance programs and operations to and ensure the overall safety of the traveling public, the environment and to protect Montana's and the Federal Government's investment in Montana's highway system.

- Conduct short and long range planning and prioritization of regional maintenance projects and activities, including allocation state and federal aid funding to preserve state-maintained facilities, roadways and highway infrastructureutilizing Department, State and Federal standards and guidelines. Develop priorities for projects and determines required personnel, financial, and equipment resources required to complete quality-controlled projects in a safe, efficient, cost effective and timely manner.
- Research and develop new technologies to improve operations in the area. Organize, direct, and carry out special research studies and develop reports and recommendations as directed to ensure that sound maintenance engineering principles and practices are incorporated into these studies. Research and engineering analysis activities cover a broad range of topics such as infrastructure life, roadway information systems, pavement striping, pavement management techniques, new construction materials, review of current state of the art engineering practices, and the development and testing of new maintenance supplies, materials, equipment, and practices. Coordinate and supervise special projects and review outcomes to determine if they should be repeated, refined, or implemented in other areas.
- Direct area roadway improvement, repair, safety, and maintenance projects. Formulate and plan projects to ensure that long range maintenance programs are implemented; developing accurate preliminary project cost estimates; justifying and defending recommendations; and developing a consensus as to the priority and scope of projects. Develop project plans and locate, perform, bid, oversee, inspect, and perform engineering quality control acceptance for area maintenance projects. Provide administrative oversight through supervision of subordinate shop, maintenance, and engineering professionals on highway maintenance or construction projects to ensure compliance with current state and federal laws, environmental document preparation, relocation of conflicting utilities, review of right-of-way appraisals, and negotiations with other public and private agencies and individuals.
- Plan and manage the winter maintenance program for the area including the effective integration of automated road condition monitoring, sanding, plowing, and deicing activities. Develop and refine winter maintenance techniques to increase effectiveness including the piloting and testing of liquid de-icer programs, and determining the most effective winter maintenance technology and techniques for various roadways within the district. Assess relationships between factors such as remote computerized sensor information, mountain passes, heavy snowfall, winter air quality problems, traffic volumes, etc., determining the consequences of various alternatives on public safety, and directing proactive deicing activities.
- Direct area facilities management programs including the repair, design enhancement, and replacement of traffic control devices; building management including new construction, repair and replacement; and leasing, rental or sale of excess space. Facilities management

also includes bridge and other structural inspection to ensure compliance with state and federal standards and to ensure the safety of the traveling public.

- Oversee the implementation of the equipment program in the assigned area including directing the development, deployment, and maintenance of equipment and vehicles for use within the Area including construction and MCS equipment. Oversees the repair and deployment of heavy equipment and light duty vehicles; direct specialized mechanical repair and replacement of parts and equipment; oversee research projects involving new equipment including establishing outcomes, measuring performance, and evaluating new equipment.
- Direct the administration of environmental, regulatory, and permitting activities in the area to ensure compliance. Establish practices and procedures for regulatory activities; ensure compliance requirements are met through review of work; and resolve unusual or complex problems for subordinate managers.
- Oversee development and implementation of Montana's Road Weather Information System (RWIS) and other automated road monitoring activities to provide real time information via standard communication tools to improve response time, increase winter maintenance efficiency, and minimize the traveling public's exposure to hazardous weather related roadway conditions.
- Coordinate and manage area Disaster and Emergency Response programs including serving on state and federal emergency response teams; providing incident command for a variety of emergencies including winter road closures, fires, floods and other natural disasters; directing multi-agency and multi-disciplinary incident responses; and conducting evaluations to determine the need for road closures and/or evacuations to protect public safety. Serve as lead coordinator in all emergency situations to ensure that proper and appropriate highway maintenance and assistance is provided, and that safe travel conditions are provided to highway users. Assess road conditions and risks to public safety to determine when to close roads in emergency situations.
- Direct the development and implementation of Homeland Security programs and measures to protect highway and structural facilities from terrorist attacks and to coordinate the state's response in the event of an attack.
- Coordinate agency responses to suspicious and hazardous materials to ensure their effective removal and the safety of MDT staff and the public.
- Manage Secondary Road Acquisition and Management activities in the assigned area including establishing criteria for state acceptance of road maintenance and repair responsibilities. Negotiate, approve and enter into contracts for secondary road maintenance with local governments and tribes. Develop short and long term strategic plans and program objectives for the implementation of secondary highway maintenance responsibilities and manage public input, environmental assessment, and remediation processes. Maintain liaison with other Countries, state, local, tribal and federal agencies and other MDT divisions to gain cooperation, coordinate activities, explain projects, resolve

conflicts, and exchange ideas and techniques. Negotiate, monitor and revise cooperative agreements and memoranda of understanding with counties for secondary highway responsibilities.

- Direct the Federal Cost-sharing Reimbursement program for the area including managing multiple projects to ensure compliance with federal regulations including environmental assessment and public involvement requirements; designing and administering internal systems and policies to monitor compliance with federal regulations; applying for federal reimbursement; and allocating project funding. Conduct engineering project review, contract administration coordination, project documentation, and management coordination with other agencies for projects involving federal money to ensure compliance with federal requirements and continued federal funding of maintenance engineering projects. Provide professional engineering oversight and on-site direction and coordination for multi-agency projects and resolve problems with other MDT work units, local, state, and federal government agencies and the Federal Highway Administration.
- Establish and implement quality control and quality assurance (QA/QC) guidelines and protocols for all maintenance work in the area, and ensure the implementation of state and federal standards regarding QA/QC of all materials used in maintenance, reconstruction, and repair activities in the area. Coordinate with and utilize Technical experts from all areas of MDT to review, inspect or provide oversight on MDT projects. Work with other Technical Experts to integrate new technology into the maintenance program.
- Oversee maintenance inspection reviews to ensure quality workmanship and materials, ensure compliance with regulations and standards, and to determine which practices need to be perpetuated, discontinued, or modified. Ensure review findings are incorporated in future project design; oversee the review of projects in developmental stages to identify and implement the most cost-effective maintenance processes; and developing innovative approaches for project development
- Direct, coordinate, and perform public and intergovernmental relations in the assigned area to promote MDT operations, gather support and resources for major projects, and to provide information. Represent and explain the Department's position and policy when handling winter maintenance and other complaints from the public. Draft responses to inquiries or complaints regarding maintenance issues in the assigned area within the department by investigating complaints/issues. Handle daily concerns of the public by defusing confrontations and establishing credibility and an understanding of the duties and responsibilities of the MDT. Develops presentations for public groups or agencies that explain MDT policy, procedures, materials or changes to activities that may affect the customers. Regularly presents to outside organizations.
- Direct and coordinate public involvement and other related processes for maintenance projects, encroachment permits, approach permits, environmental, and other issues requiring public involvement. Represent the state's interest in public hearings and negotiate with and respond to concerns of landowners, special interest groups, and other affected

parties. Represent the department at public meetings, national meetings, media interviews, and with other government or private transportation interests; evaluate information; and direct or formulate policy related to maintenance activities in the assigned area.

- Coordinate Area Maintenance involvement with construction project planning and development.
- Coordinate land acquisition and management activities as they relate to the maintenance program. Negotiate, monitor and revise cooperative agreements and memoranda of understanding with landowners and other Governmental Agencies for land, road, and structural maintenance responsibilities.
- Coordinate and oversee area maintenance traffic control activities to ensure the safety of MDT staff and the traveling public and compliance with established regulations. Provide input and information for the formulation of new or modified traffic control practices and policies.
- Provide expert testimony and information regarding highway conditions, maintenance practices, and other issues for a wide variety of purposes including civil and criminal litigation, agency-wide planning activities, legislative inquiries and justifications, public meetings, etc.
- Participate in regional, state, and national committees and associations to establish maintenance-engineering standards, learn of new technology, represent the interests of the MDT, and determine national trends and their implications in the assigned area.

Maintenance program administration - 20%

- Manage the policies, administrative systems, and resources of the Area Maintenance Program to ensure adequate support for projects, optimize the use of staff and funding, maximize efficiency, comply with state requirements, and ensure continued program operations.
- Guide, and coordinate the area maintenance EPP budgeting process, and provide leadership in cost and productivity analysis. Evaluate base year budgets and prioritize and include major maintenance projects for future budgets through EPP. Review budget proposals developed by subordinates to integrate program needs into overall area budget priorities; analyze specific budgetary needs based on requests, historical expenditure experience, and projected project and operational requirements; and defend and explain decisions during EPP planning processes
- Monitor area maintenance and equipment program expenditures to ensure the money is allocated as designated and to track overall division funding levels through review of accounting reports and approval of expenditures. Ensure program compliance with agency, state, and federal laws, regulations, and policies for the use of funds. Monitor area maintenance budgets and manage legislative authority.

- Conduct maintenance process reviews, analyses, and feasibility studies to determine the most effective and cost-efficient methods to enhance and modify to existing maintenance processes.
- Establish and monitor internal policies and procedures for the preservation and maintenance of all state maintained roadways, structures, rights of way, traffic control devices, buildings, other facilities and maintenance equipment. Develop and maintain operational policies and procedures to ensure safe and efficient project completion. Assess and implement the latest technologies in the highway maintenance engineering profession to increase productivity and effectively accomplish workloads including recently added secondary highway maintenance responsibilities.
- Determine the need for and oversee the development, negotiation, and monitoring of numerous contracts with various private suppliers to provide maintenance services. Direct the development of requests for proposals, review and coordinate vendor service contracts, and monitor and evaluate work undertaken by contractors on bureau projects. Develop, negotiate, administer and evaluate city contracts.
- Submit equipment procurement needs of the area including responsibility for recommending specifications, ensuring compliance to department procurement practices, developing EPP budget justifications, and integrating equipment into bureau practices to ensure maximization of bureau resources. Assign location of new and existing equipment, and direct and approve equipment maintenance and replacement schedules. Manage the operations of the equipment repair shop through subordinate supervisor and determine the priorities for the repair of major equipment.
- Determine the need for and approve annual requests for various maintenance materials, and forward requests to purchasing for bidding. Review existing inventories and current and projected weather conditions to determine sand, gravel, and deicer needs and secure requisitions for purchasing. Review and approve the location of stockpiles to ensure efficient access.
- Oversee the negotiation and approval of weed suppression contracts with county weed boards.
- Review and approve approach permits, encroachment permits, over-width and over-length permits, and utility permits when appropriate and in accordance with department policy.
- Determine where and when to place load limits on roads according to the Load Limit Laws to ensure protection of the highway infrastructure. Grant exceptions based on review of specific needs, availability of alternatives, and necessity.
- Establish and implement area guidelines and rules for maintenance engineering projects, specifications, standards, and design criteria.
- Assist in the development, and direct the enhancement and implementation of project monitoring, data collection, and analysis systems to provide information needed for the effective prioritization of agency resources, and to ensure project compliance with state and federal regulations.

Staff management - 20%

Manage approximately 67.29 FTE in the District and Areas offices. The number of people supervised is about 130 – 150 because all areas increase staff to meet the seasonal needs of insuring the safety of the traveling public.

Manages professional and technical staff by reviewing and revising overall program work plans, priorities, and procedures, and monitoring productivity of the Maintenance Division. Ensures that maintenance staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements.

Other duties as assigned - 5%

Perform a variety of special projects, attend training and continuing education, and represent the division at conferences, meetings, and other events as assigned by the Administrator and Director.

Supervision

The number of employees supervised is: Typically 2-3 direct subordinates including Maintenance Superintendents and Shop Superintendents,

The position number for each supervised employee is: Varies statewide

Physical and Environmental Demands:

- Extensive travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Exposure to extreme weather conditions
- Extended periods of walking and standing,

Knowledge, Skills and Abilities (Behaviors):

The position requires extensive knowledge of the concepts and theories of highway maintenance including construction and civil engineering concepts related to the maintenance and construction of highways and bridges, public administration, and program planning. The position also requires knowledge of the concepts and theories of materials engineering, mathematics, and the physical sciences including geology, chemistry, soils, and construction; traffic patterns and socioeconomic factors in the assigned district and their effect on transportation demand and road life; county, state and federal regulations, policies and specifications including state, federal, AASHTO, FHWA, and ASTM standards and project specifications; the Montana Materials manual; bridge and structural

surveillance and threat assessment; incident command; and a variety of area specific circumstances and their impacts. The position requires extensive knowledge of the principles and practices of contract administration; public relations; personnel training, organizational theory, collective bargaining and union contract agreements, state and federal employment law, and State Personnel and MDT policies; civil rights and disadvantaged business enterprise laws, regulations, and programs; environmental law and related processes; right-of-way programs and policies; safety regulations and OSHA and state workplace safety standards.

The position requires skill in communication in order to translate highly technical and extensive engineering data into practical terms that are understandable to a variety of audiences, skill in project implementation, skill in extending existing and accepted highway and structural maintenance practices in the assigned district, and skill in developing and administering a variety of functions.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Bachelor's Degree in Civil Engineering, Engineering Technology, Construction Technology, Business Administration or related field.

This position requires a minimum of 5 years of progressively responsible experience in the highway maintenance and construction including experience with maintenance, materials, bridge and road construction, construction project and contract management. This position requires a minimum of 3 year of supervision.

Certifications, licensure, or other credentials include:

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

Predominant work involves extensive travel throughout the state (in excess of 25,000 miles annually) to attend meetings, provide project oversight, and perform related fieldwork as required. Travel demands often involve overnight stays up to several nights in duration. The position may require significant time outside of normal business hours to accomplish the goals and objectives of the agency.

Predominant duties related to on-site direction of maintenance engineering, and emergency response activities are performed at construction sites and emergency/disaster incidents. This work

requires knowledge of safety protocols and special precautions including the use of personal protection clothing and devices, and close attention to construction site safety practices and requirements.

These duties involve exposure to extreme weather conditions, extended periods of walking and standing, harsh or caustic fumes, dust, extreme temperatures, wind, rain, and snow; traffic passing the work site; work around heavy machinery such as plow trucks, front end loaders, pavers, scrapers, rollers, etc.; and exposure to natural disasters (e.g., wildfire, avalanches) and other hazards (e.g., chemical spills and train wrecks). The work also involves risks associated with working with hazardous materials such as hot asphalt, lime, acids, and other chemicals. Due to the nature of work elements (hot asphalt, heavy equipment, etc.) and hazardous tasks, extensive training in safety practices and procedures is required.

The position also involves conditions and demands associated with mediating conflicts between irate and often hostile parties such as contractors, the public, and employees; and with making significant decisions which affect public health and safety, often in critical situations (e.g., natural disasters).

☐ Fingerprint check

☒ Valid driver's license

☐ Background check

☐ Other; Describe

Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Construction Manager Job Code Number: A9201B

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☒ FLSA Exempt

☐ FLSA Non-Exempt

☒ Telework Available

☐ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date